

CITY OF EUREKA



BYLAWS OF THE HOUSING ADVISORY BOARD

LAST REVISED

12/7/04

3/7/06

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Article I - Purpose of Board

Section 1.1. Purpose

It is the stated purpose of this organization to take the necessary action to implement the Eureka Residential Assistance Program.

Section 1.2. Objectives

In addition, it is the objective of this organization to act as the approving authority on all grant and loan applications and as a clearinghouse for all new subsidized housing units as well as subsidized rehabilitated units.

This organization is charged with the responsibility of developing and carrying out specific housing programs to meet the emergency needs, short-range needs, long-range needs, and total housing needs of the City of Eureka.

Article II - Membership

Section 2.1. Officers

Officers of the Housing Advisory Board (HAB) shall be a Chairperson and Vice-Chairperson. The City Manager of the City of Eureka shall either serve as or designate an Executive Secretary.

Section 2.2. Chairperson

The Chairperson shall preside at all meetings of the organization, sign all resolutions and other instruments made by the organization, shall be elected annually and shall continue in office until such election takes place, as all officers.

Section 2.3. Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacitation of the Chairperson until such time as the organization shall have its annual election.

Section 2.4. Executive Secretary

The Executive Secretary shall be in charge of the books of the organization, record all votes, and shall keep a record of the proceedings of the organization in a file to be kept for such purpose, and shall perform all duties incident to such office. The Executive Secretary shall not be a voting member of the organization.

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Section 2.5. Membership

The Housing Advisory Board shall consist of seven (7) members and may include representation of the following segments of the community:

1. The City Council or Mayor,
2. The Eureka Housing Authority,
3. Local banks, savings and loan associations, or credit unions.
4. The Chamber of Commerce, a service organization (i.e., Rotary, Kiwanis, etc.)
5. The building trades (i.e., contractor, sub-contractor, labor union, etc.), or a local architectural, engineering, or building design office.
6. A non-profit housing corporation.
7. The Real Estate Board.
8. A social service organization (i.e., Council on Aged).
9. The Eureka Heritage Society.
10. The Eureka Planning Commission.

The Mayor of the City of Eureka shall recommend members to the Eureka City Council for appointment to the Board. In so doing, the Mayor shall attempt to achieve a broad-based and diverse representation of the community, while avoiding over-representation of any one group or industry.

Terms shall expire on January 1st, and in each calendar year, at least two (2) and no more than three (3) terms shall expire. No member shall serve more than two (2) consecutive terms, however, the Board may recommend to the Mayor an additional term(s) upon expiration of the previous term, provided that in each calendar year no more than three terms shall expire. Each term shall be four years.

Section 2.6. Vacancies

- (A) If a member of a board, commission, or committee fails to file a financial disclosure form, if required by the city's Conflict of Interest Code, in the manner and at the time required by law or violates §33.013 of this sub-chapter, his office shall become vacant and so declared by the Council.

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- (B) Any vacancies in any board or commission, from whatever cause arising, shall be filled by appointment by the Mayor with the approval of the Council. When a vacancy occurs, any appointment to fill such vacancy shall be for the unexpired term.
- (C) If a member of a board or commission absents himself from three consecutive regular meetings of such board or commission, unless by permission of such board or commission expressed in its official minutes, or ceases to be a qualified elector of the City, his office shall become vacant and shall be so declared by the Council.
- (D) Any member of a board, commission, or committee may be removed with or without cause by a majority vote of the City Council.
- (E) Applications for all scheduled and unscheduled appointments shall be solicited by press release.
- (F) The Council may each year, at the time of board and commission appointments, create a sub-committee of two Council members to review applications and make a recommendation for the appointment to that board.

Any vacancies in the organization, from whatever cause arising, shall be filled by appointment by the Mayor with the approval of the City Council. When a vacancy occurs, any appointment to fill such vacancy shall be for the unexpired term.

If a member of the organization absents himself from three (3) consecutive regular meetings, unless by permission of the organization expressed in its official minutes, or ceases to be a qualified elector of the City, his office shall become vacant and shall be so declared by the City Council.

Article III - Meetings

Section 3.1. Meetings

The regular meetings of the organization shall be held on the second Monday of each calendar month at 4:00 p.m., to be held in the Conference Room 207 of City Hall or such other appropriate place as designated by the Chairperson. Special meetings shall be called by the Chairperson or upon the written request of two of the members of the organization by delivering personally or by mail at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Board members. Such written notice may be

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dispensed with as to any member who at or prior to the time the meeting convenes files with the Secretary a written waiver of notice.

Section 3.2. Adjourning and Continuing Meetings

The members may continue or adjourn any meeting to a time and place specified in the order of adjournment. A copy of the order of notice of continuance or adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the continuance or adjournment.

Section 3.3. Quorum

The powers of the organization shall be vested in the membership themselves, in office from time to time. A quorum shall be constituted by the attendance of a majority of the members of the organization. In accordance with the Eureka Municipal Code, §33.009(C), the affirmative or negative vote of a majority of the entire membership shall be necessary for the final transaction of any business.

Section 3.4. Chairperson Voting

The Chairperson shall be a regular voting member of the Housing Advisory Board.

Section 3.5. Rules

All rules of order not herein provided for shall be determined in accordance with the latest "Roberts' Rules Of Order" unless otherwise determined by the organization.

Article IV - Amendments

Section 4.1. Amendments

The Bylaws of this organization shall be amended only with the approval of at least fifty (50%) percent of the membership after at least ten (10) days prior notice of such proposed Bylaw amendment.

Article V - Eureka Municipal Code

Section 5.1. Conformance With Eureka Municipal Code

The bylaws and administration of this organization shall be in conformance with the Eureka Municipal Code, §33.001 through §33.013, as may be amended from time to time by the Eureka City Council.